

New Employee Orientation

New Employee Orientation Website:

<https://hr.od.nih.gov/workingatnih/onboarding/default.htm>



DATES TO REMEMBER		
EOD Date:		<i>Note: The dates below are based upon the EOD date provided to the left. Check the EOD date on your Offer Letter, if these dates do not match contact your HR contact who signed your Offer Letter immediately.</i>
Due Date	Complete Date	Task
		Attend New Employee Orientation Presentation (includes Benefits information)
		»Mandatory Training Session
		»Clinical Center Orientation - please refer to your offer letter for more info
		Complete next step in badging process, afternoon enrollment appointments available to all new hires in Bldg. 31, Rm. 1B03
		Obtain transportation services (Bldg. 31, Rm. 1A11)
		»Public Transportation- submit transhare application
		»Campus Parking- request hanger (NED # & car reg.)
		»Off Campus Parking- contact Administrative Officer
		Pay documents due (tax/direct deposit)**
		Federal Transfers ONLY - Need last Leave and Earnings Statement faxed upon receipt*
		Verify ITAS setup with your timekeeper
		Obtain your personal profile of mandatory training (http://mandatorytraining.nih.gov)
		Use ITAS to verify your time card
		Health benefits election form (SF-2809) must be submitted by this date to have the earliest available coverage, which is at the beginning of the next period.
		1st pay day - review your Leave and Earnings Statement (LES) (your pay slip)
		Performance plan developed
		Health benefits election form (SF 2809) final date for submission. The coverage effective date will be the beginning of the next pay period after you submit your election form.
		Life insurance election form (SF-2817) final date for submission***
		Health benefits election form (SF-2809) final date for submission***
		TSP election form (TSP-1)***
		myPay PIN Received

* Submit to the Benefits and Payroll Liaison Branch (BPLB) representatives at the end of the Benefits presentation, or submit to: Bldg. 31/Rm. B3C23, Fax 301-496-1209 or 301-402-5506.

** Submit completed forms to your Services Client Services Division.

***Submit completed forms in Onboarding Manager.